



DIVERSITY, EQUITY, INCLUSION & TITLE VI /CIVIL RIGHTS COORDINATOR

Location:	Chesapeake, VA – Hampton Roads (Southeastern Virginia)
Classification:	Full-time, 40 hours per week; FLSA Exempt status
Salary:	Starting salary range of \$80,000 - \$85,000 annually, DOE/DOQ; Full Benefits
Closing Date:	Open until filled

About the HRPDC

The Hampton Roads Planning District Commission (HRPDC), one of 21 Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing this area's seventeen local governments. The purpose of planning district commissions, as set out in the Code of Virginia, Section 15.2-4207 is *...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance*. The HRPDC serves as a resource of technical expertise to its member local governments. It provides assistance on local and regional issues pertaining to Economics, Emergency Management, Housing, Planning, and Water Resources, and provides a robust education and outreach program. The HRPDC staff also serves as the support staff for the Hampton Roads Transportation Planning Organization (HRTPO), which is responsible for transportation planning and decision-making in the region. The HRPDC is an equal opportunity employer. Candidates must be authorized to work in the U.S. without employer sponsorship. For more information on the HRPDC, visit www.hrpdcva.gov.

The Position

The Hampton Roads Planning District Commission (HRPDC) is seeking a candidate for the position of Diversity, Equity and Inclusion (DEI) & Title VI/Civil Rights Coordinator to develop and implement programs that communicate and enhance the exchange of information and ideas between all members of the Hampton Roads Region, including the area's social, economic, racial, and ethnic groups as well as the decision makers involved in each of the HRPDC and HRTPO planning and programming areas. The employee must have the ability to design and write clear communication pieces for a variety of audiences and effectively leverage existing and new communication tools and technology.

The DEI & Title VI/Civil Rights Coordinator:

- Implements, monitors and ensures HRPDC and HRTPO compliance with federal and state Title VI and Civil Rights statutes and regulations. Reviews agency programs to ensure inclusion of Title VI and Civil Rights related requirements.
- Collaborates with the Senior Communications Manager to improve the visibility, transparency and impact of the work carried out by the HRPDC and HRTPO by engaging diverse members of the community in regional planning and associated decision-making processes. Helps manage public involvement opportunities as well as community engagement activities for updates to major regional planning documents.
- Serves as an advisor and subject matter expert promoting staff engagement and feedback in support of DEI strategies and best practices. Serves as an internal resource to promote and influence greater inclusivity within HRPDC/HRTPO programs and activities.
- Assists in the development and implementation of an innovative, comprehensive outreach strategy for the HRPDC and HRTPO. Supports agency departments in the organization of public/community meetings; assesses degree of participation to ensure diversity and inclusion of affected groups, especially those who are typically underserved and underrepresented. Develops and tracks metrics to measure effectiveness of public outreach projects and activities.
- Gathers information necessary for general reporting requirements to federal agencies. Prepares annual report of Title VI accomplishments and establishes goals for the next year.
- Processes, records and disseminates Title VI complaints received by the HRPDC and HRTPO.
- Monitors and ensures information is available to the public regarding the HRPDC/HRTPO Title VI program. Implements, evaluates and continually improves the HRPDC's/HRTPO's Title VI, Environmental Justice, Public Participation, and Limited English Proficiency Plans. Develops projects, where appropriate, in languages other than English.

- Supports and promotes DEI initiatives and activities within the HRPDC/HRTPO. Provides innovative ideas and assistance in organizing diversity and inclusion programs and events to help build and promote diversity awareness, networking, and employee engagement. Works with staff to standardize communications-related practices. Manages communications department and coordinates and assists agency programs/departments with developing content, graphics and layout options for website pages, special reports, etc.
- Works collaboratively across the organization to apply an equity lens to policies, retention, strategies, employee experience, culture, etc.
- Cultivates partnerships among staff in support of DEI, including but not limited to guidance for recruitment strategies, workshops/training programs for staff and serving on committees and/or working groups charged with fostering and improving DEI and Civil Rights compliance within the HRPDC/HRTPO.
- Provides support for HRPDC/HRTPO employee recruitment processes by identifying alternative talent sources, and works with Human Resources to ensure proactive inclusivity in recruitment. Collects data, analyzes and reports on DEI metrics in recruitment. Provides insight into diversity analytics and reporting for various audiences to highlight trends and impacts.
- Provides staff support to the HRPDC/HRTPO Community Advisory Committee.
- Develops materials and programs to educate and train staff regarding their responsibilities under the Title VI, Civil Rights, Environmental Justice, DEI, and Limited English Proficiency; evaluates, monitors, and recommends changes to such materials and programs as appropriate.

The Candidate

The ideal candidate will have:

- Ability to respond to changing situations in a flexible manner in order to meet current needs, and reprioritizes work as necessary.
- Prior demonstrated experience in managing Title VI, Civil Rights, Public Participation, and DEI programs.
- Ability to develop and maintain a working knowledge of HRPDC and HRTPO programs and activities in order to facilitate engagement with staff, stakeholders, vendors and the Hampton Roads community.
- Strong ability to facilitate a collaborative environment with exceptional interpersonal skills and the ability to communicate effectively, both orally and in writing, and interact effectively with all levels of staff. Knowledge of writing and editing techniques required to prepare reports and related documents.
- Knowledge of applicable federal regulations related to Title VI, Civil Rights, Public Involvement, Environmental Justice, and Limited English Proficiency.

Education & Experience

Bachelor's or Master's degree from an accredited college or university in a planning or a communications discipline such as Public Involvement, Public Outreach, Public Administration, Sociology, Urban Planning or Government with a minimum of four years of progressively responsible experience in DEI, Civil Rights and Title VI, civic engagement, public involvement, and/or communications, preferably with a public service agency. Significant relevant experience and training that displays the required knowledge, skills, and abilities may be considered in lieu of a formal degree.

Required experience includes: demonstrated experience in the implementation of DEI initiatives and Title VI/Civil Rights compliance as defined by state and federal regulations; experience with community and civic groups; and familiarity with a variety of public involvement techniques. Experience in a government setting is desirable.

Benefits

The HRPDC provides a complete package of benefits as part of your compensation package. Benefits for full-time employees include:

- Medical
- Dental
- Vision
- Life Insurance
- Virginia Retirement System with Associated Benefits
- Paid Time Off
- Paid Holidays
- Family Medical Leave
- Bereavement Leave
- Civil Leave
- Military Leave
- Flexible Work Schedules with Telework Opportunities
- Flexible Spending Accounts
- Professional Development Opportunities

To Apply

To be considered, applicants must submit a letter of interest and resume and should be prepared to provide examples of work along with professional references if requested. Completed materials can be submitted via:

Email: karledge@hrpdcva.gov
Mail: Kelli E. Arledge
Deputy Executive Director
HRPDC/HRTPO
723 Woodlake Drive
Chesapeake, VA 23320

About Hampton Roads

The Hampton Roads area is located in southeastern Virginia where the Atlantic Ocean meets the Chesapeake Bay. The region's land area covers approximately 2,907 square miles and includes an extensive system of waterways including the Intercoastal Waterway and the James, York, Nansemond and Elizabeth Rivers. Hampton Roads is rich in cultural treasures, reflecting the diversity of its communities and a variety of annual festivals celebrate the heritage of the region. History, music, drama, and art can also be found in a multitude of theaters and museums in the area. Norfolk is recognized as the Arts capital of Virginia, and is the home city for the Virginia Symphony, Virginia Ballet, Virginia Opera and the Commonwealth Theatre Company. The NorVa Theater, a downtown concert venue, offers concerts featuring national touring acts and well-known artists. The City of Virginia Beach is the number one vacation destination in Virginia. The City's three-mile boardwalk is only part of what makes the City so attractive to locals and visitors alike. From Croatan Beach to the south all the way to the North End beaches of the City, Virginia Beach reveals its vibrancy and laid back beach vibe, all wrapped up in a sprawling, park-like setting. The City of Williamsburg, James City County, and York County offer a wide range of activities and historic destinations, including Busch Gardens and the Historic Triangle which is comprised of Colonial Williamsburg, Jamestown, and Yorktown. Facilities located along the region's riverbanks offer a variety of activities that include boating, fishing, camping, biking, and tennis. The rural areas across Hampton Roads offer many tranquil and picturesque settings. There are hundreds of parks and campgrounds throughout the area and many concert venues featuring national touring acts and well-known artists.